

**MORALE, WELFARE & RECREATION DEPARTMENT**  
**JOB OPPORTUNITY**  
**COMPETITIVE VACANCY ANNOUNCEMENT**

ALL INTERESTED APPLICANTS SHOULD MAIL OR FAX  
SF-171, OF-612 or RESUME ALONG WITH AN OF-306 TO:  
MORALE, WELFARE & RECREATION DEPARTMENT  
NAVAL SUPPORT ACTIVITY WASHINGTON  
NAVAL DISTRICT WASHINGTON ANACOSTIA ANNEX  
2770 ENTERPRISE WAY, S.W., SUITE 106  
WASHINGTON, D.C. 20373-5823  
TEL. # (202) 433-0804  
FAX # (202) 433-5045

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**POSITION:** BUILDING MANAGER  
NF-1173-03 FULL-TIME POSITION (1)

**ANNOUNCEMENT #:** 04-040

**SALARY:** \$11.74-\$26.35 PER HR

**OPENING DATE:** 18 OCT 2004

**CLOSING DATE:** UNTIL FILLED

**LOCATION:** REGIONAL BACHELOR HOUSING, NAVAL SUPPORT ACTIVITY,  
ANACOSTIA ANNEX, WASHINGTON, DC

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**AREA OF CONSIDERATION:** *All qualified applicants within commuting distance of Naval Support Activity Washington, Washington, DC.*

**BRIEF DESCRIPTION OF DUTIES:**

The Building Manager is to provide on site management and act as the primary contact point between management and residents/guests. The incumbent performs inspections of common areas and vacant rooms at least each working day for cleanliness and maintenance problems and performs random room inspections of permanent party residents for damage and to ensure living standards are maintained. Performs various maintenance related actions and is responsible for control of the furniture, fixtures, and equipment in their assigned buildings.

**QUALIFICATIONS:**

Completion of a formal course in hotel/motel industry housekeeping procedures or have four years experience in the same or closely related field. Must possess the ability to supervise and to instruct. Must have knowledge of Navy bachelor housing management procedures and general business principles and practices sufficient to independently resolve a variety of complex concerns and complaints. Must have knowledge of general office procedures including filing, collating, collection of data and use of office machinery. Must be able to communicate effectively to all levels of personnel both orally and in writing. This position is subject to completion of a satisfactory background check and/or NAC.

*"The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factor. Reasonable accommodations will be made for qualified applicants or employees with disabilities. The decision on granting reasonable accommodation will be on a case-by-case basis."*